

ISSN 0160-8029

LIBRARY OF CONGRESS/WASHINGTON

CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

Number 5, Summer 1979

Editor: Robert M. Hiatt

CONTENTS

GENERAL

Page

Correspondence Addressed to the Library of Congress 2

DESCRIPTIVE CATALOGING

AACR 2 3
Revised Corporate Headings 9
Romanization Tables 10
Bibliographic Records for the Impressions of an Edition 10
Paperbacks 10
Data-sheet Cataloging for Audiovisual Materials 11

ALA/LC ROMANIZATION TABLES 13

Subscriptions to and additional copies of *Cataloging Service Bulletin* are available upon request and at no charge from the Cataloging Distribution Service Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541
Library of Congress Catalog Card Number 78-51400
ISSN 0160-8029 Key title: Cataloging service bulletin

GENERAL

Correspondence Addressed to the Library of Congress

The Library of Congress welcomes inquiries regarding cataloging matters. In order to expedite replies, please write directly to the LC officer responsible for the area of the inquiry, as indicated below. Replies will be returned as soon as practicable. This is a revision of the list that appeared in Cataloging Service Bulletin No. 4.

At the Library of Congress most cataloging is divided administratively into descriptive cataloging and subject cataloging. The term descriptive cataloging refers to the choice and form of the main entry heading, bibliographic description, and added entries (secondary entries numbered with roman numerals); subject cataloging refers to subject headings (secondary entries numbered with arabic numerals) and the LC classification system (including cuttering). When authors or potential authors are used in subject entries, questions about the form of the name--apart from topical subdivisions or other aspects of the subject construct--should be considered as a matter of descriptive cataloging.

Policy matters relating to cataloging

Lucia J. Rather
Director for Cataloging
Processing Services
Library of Congress
Washington, D.C. 20540

Subject headings and LC classification

Mary K. D. Pietris
Chief, Subject Cataloging Division
Library of Congress
Washington, D.C. 20540

Decimal Classification

Benjamin A. Custer
Chief, Decimal Classification
Division
Library of Congress
Washington, D.C. 20540

Descriptive cataloging (serials and monographs)

Ben R. Tucker
Chief, Office for Descriptive
Cataloging Policy
Library of Congress
Washington, D.C. 20540

Music materials and music sound recordings (descriptive and subject cataloging)

Fred M. Bindman
Head, Music Section
Descriptive Cataloging Division
Library of Congress
Washington, D.C. 20540

Cataloging in Publication Program

Questions on descriptive or subject cataloging should be addressed to the officers mentioned above. Other questions relating to the program may be addressed to:

Susan H. Vita
Chief, Cataloging in Publication
Division
Library of Congress
Washington, D.C. 20540

MARC tagging and inputting

Barbara J. Roland
Chief, MARC Editorial Division
Library of Congress
Building 159
Navy Yard Annex
Washington, D.C. 20541

MARC tagging and inputting
(Serials)

Dorothy J. Glasby
CONSER Operations Coordinator
Serial Record Division
Library of Congress
Washington, D.C. 20540

National Serials Data Program

Questions on descriptive or subject cataloging should be addressed to the officers mentioned above. Other questions relating to the program may be addressed to:

Linda K. Bartley
Head, National Serials Data Program Section
Serial Record Division
Library of Congress
Washington, D.C. 20540

Distribution of LC cataloging records (printed cards and MARC tapes) and LC technical publications

David G. Remington
Chief, Cataloging Distribution Service
Library of Congress
Building 159
Navy Yard Annex
Washington, D.C. 20541

DESCRIPTIVE CATALOGING

AACR 2

1. Corrigenda

Subsequent to publication, some typographical errors have been discovered in the second edition of the Anglo-American Cataloguing Rules. Most are very minor and do not affect understanding or application of the rules. A few are considered of immediate importance, however. The following rules should read as below, and not as printed in the published text:

1.1G2. If, in an item lacking a collective title, no one part predominates, record the titles of the individually titled parts in the order in which they are named in the chief source of information, or in the order in which they appear in the item if there is no single chief source of information. Separate the titles of the parts by semicolons if the parts are all by the same person(s) or body (bodies), even if the titles are linked by a connecting word or phrase. If the individual parts are by different persons or bodies, or in case of doubt, follow the title of each part by its parallel titles, other title information, and statements of responsibility and a full stop followed by two spaces.

[In the third and fourth examples following, two spaces should follow the full stop.]

21.2A. Definition

Consider a title proper to have changed if:

1) any change occurs in the first five words (other than an initial article in the nominative case)

[The remainder of the rule is correct as printed.]

24.24B. Armed forces below the national level

Enter armed forces that are controlled by governments below the national level as subheadings of the headings for such governments.

[The second and third paragraphs of the rule, and all examples, are correct as printed.]

All errors noted up to the time will be corrected in the first reprint of AACR 2. Any purchaser of the rules who wishes to receive a list of all corrections in content noted to date should send a stamped, self-addressed envelope marked "AACR 2 ERRATA" to the appropriate publisher (American Library Association, Canadian Library Association, or the Library Association), whose address appears on the verso of the AACR 2 title page.

2. Display of General Material Designations

Under AACR 2, the Library of Congress will use codes in its machine-readable records to indicate the general material designations (GMD) of each item cataloged (cf. AACR 2, rule 1.1C, and the decision on this option reported in Cataloging Service Bulletin, no. 2, fall 1978). For the display of GMDs in the eye-readable forms of our records, we made a proposal in Cataloging Service Bulletin, no. 2, and asked for comments. The proposal suggested that GMDs continue to be displayed to the same extent as they are now displayed under AACR 1, with the addition of microforms. A majority of those responding favored the Library's proposal. (Interestingly, only two letters favored the display of all GMDs.) The policy as proposed will be implemented beginning January 1981.

3. Unique Serial Identifiers

The question of how the entries for the many serials entered under title will be uniquely identified when they appear in a data base as main entries, linking entries, or added entries (e.g., series added entries) has arisen in relation to serials cataloging under AACR 2. The statement below is to keep librarians informed. We consider these detailed guidelines for the formulation of unique serial entries as worthy of ISDS's attention. Consequently, revisions to the Guidelines for ISDS are being proposed that will allow for greater compatibility between the ISDS key title and our unique identifier for serials. This statement was jointly developed by the Library of Congress and the National Library of Canada and was submitted to the Joint Steering Committee for Revision of AACR 2, which has approved it in principle. A rule interpretation will be issued to LC's catalogers for implementation in 1981.

The problem, as it was first identified, relates specifically to series added entries. As prescribed by rule 21.30L, series added entries, when required, are to be made "under the heading for a series." As a result of the provisions of rule 21.1C, however, the heading for the majority of series will consist solely of the title proper, even for series that consist of generic or other nondistinctive titles. Immediately, then, we are faced with a problem in attempting to group added entries for each of the separately cataloged works in a series together with other works in the same series, and with the record for the series cataloged as a whole, while at the same time segregating records for

items belonging to one series from those belonging to another with the same title.

For serials entered under title, therefore, we feel it is essential to provide a means of formulating unique headings^{1/} when the title proper for one serial is identical to that of another. By extension, we feel that unique titles should be applicable to serials entered under the name of a person or corporate body, as well, if such a serial resumes publication under a title used earlier (with a different title intervening). This would provide a means of differentiating between two serial records that would otherwise have the same combination of name heading and title.

It should be noted that although the problem, as identified, relates specifically to serials, the same sort of situation does occur with nonserial items. Films, sound recordings, educational kits, cartographic materials, etc., are quite frequently issued with nonunique titles, and for those that are entered under title the result will be identical headings. If it is necessary to relate another publication to one of these works, by means of a related work or analytical added entry, there are provisions made in rules 21.30G and 21.30M that would allow the addition of an "edition statement, date, etc.," to the added entry heading in order to identify more precisely the work to which the publication is related. However, formulating an added entry in this way actually results in an anomalous heading that does not match the main entry heading for the work itself. It is only by compensating manually for the variance in headings that we succeed in filing the added entry and main entry together. In machine-filing such an adjustment would be virtually impossible to make with absolute regularity. We, therefore, have addressed the problem at its source (i.e., the main entry heading for a work). We intend to apply these provisions for formulating unique titles primarily to serials, but, optionally, they are applicable to any types of material, whether serial or nonserial in nature.

The six guidelines that follow provide cataloging agencies with an optional means of differentiating between otherwise identical title and name-title headings, as necessary, to ensure consistent file organization and efficient referencing and citation from one work to another. The guidelines have been formulated to be consistent with the general principles and provisions of AACR 2 as a whole, and to serve simply as an adjunct to these rules. The examples used do not necessarily reflect the options and procedures of the Library of Congress in applying AACR 2.

Guidelines for the Formulation of Unique Titles

1. Use of Unique Titles

Unique titles provide the means of distinguishing between different works that happen to have been published under the same title. The need to use unique titles varies from one catalog to another and varies within one catalog. Base the decision whether to use unique titles in a particular instance on

- a) how many works with the same title are entered in the catalog
- b) whether the main entry is under title
- c) whether there are related or analytical entries in the catalog that are to be linked to the work by means of

^{1/}For the purposes of this statement, the terms "unique title" and "unique heading" have been used to identify the type of heading involved.

either an added entry or a citation within the related entry. [The Library of Congress policy will require this criterion in all cases of possible application of the technique to nonserials.]

Although the guidelines in this section are stated as instructions, apply them according to the policy of the cataloging agency.

2. Basic Rule

If two or more different works appear under the same title, create a unique title for each work as instructed in 3-4. (The agency's policy on revising existing bibliographic records may determine the application of a unique title to the earlier work.)

If the work is entered under a main entry heading, enclose the unique title in square brackets, and give it before the title proper. If the work is entered under title, give the unique title as the heading. (In the latter case, the Library of Congress will apply the option in rule 25.2A that permits the omission of square brackets.)

3. Main Entry Under Title

A. General rule. If a work is entered under title, and the title proper is identical to the title used as an entry for another work, create a unique title heading for the work by adding to the title proper a qualifying term as instructed in B1-3.

B. Qualifying term

1. Qualify the title proper by adding in parentheses the place of publication, distribution, etc., provided

- a) the addition of the place name serves to identify the work meaningfully; and
- b) the addition of the place name serves to distinguish the work from others with the same title proper.

Record the place name as instructed in 23.2-23.5.

The Citizen (Ottawa)
The Citizen (Vancouver)

Arrow (Montréal)
Arrow (Castlegar)

Journal of education (Easton, Pa.)
Journal of education (New York, N.Y.)

(The last example shows the local place names themselves qualified by the names of the larger jurisdictions in the form required by rule 23.4A. This addition of the larger jurisdiction is in accordance with the Library of Congress' application of the first option in rule 23.4B.)

2. If the provisions of 3B1 do not apply, qualify the title proper by adding in parentheses the name of the corporate body with which the work originated, or by which it was issued or published, provided

- a) the addition of the name serves to identify the work meaningfully; and
- b) the addition of the name serves to distinguish the work from others with the same title proper.

24.1-24.27.

Record the name of the corporate body as instructed in

Longitudinal waves (Halas and Batchelor Cartoon Films)
Longitudinal waves (British Broadcasting Corporation.
Television Service)

Technical report (Forest Engineering Research Institute
of Canada)

Technical report (International Pacific Halibut Com-
mission)

Contact (Toronto Nutrition Committee)

Contact (Real Estate Institute of Canada)

3. If the provisions of neither 3B1 nor 3B2 apply, qualify the title proper by adding in parentheses a term consisting of date, other title information, an "edition" statement,^{2/} or any other term or combination of terms that will serve to distinguish the work from others with the same title proper.

Journal of commerce (Montréal)
Journal of commerce (Montréal : 1913-1924)
Journal of commerce (Montréal : 1928-1932)
(Published from 1885-1913 under title: Journal of com-
merce; from 1924-1926 under title: Journal of com-
merce of Montreal; and from 1926-1928 under title:
Journal of commerce of Canada)

The Canadian Indian (A brief outline)
The Canadian Indian (Statistics)

Good farming (Eastern edition)
Good farming (Western edition)

Month magazine (Ottawa edition)
Month magazine (London edition)

4. Main Entry Under Person or Corporate Body

A. General rule. If a work is entered under the name of a person or corporate body, and the title is identical to the title of a different work entered under the same name, create a unique title for the work by adding to the title proper a qualifying term as instructed in 4B.

B. Qualifying term

1. Qualify the title proper by adding in parentheses the place of publication, distribution, etc., provided

- a) the addition of the place name serves to identify the work meaningfully; and
- b) the addition of the place name serves to distinguish the work from others with the same title proper that are entered under the same name.

^{2/}For purposes of qualification in unique titles, "edition" statement refers to statements appearing in the item that use the term "edition" or its equivalent in other languages, but that actually identify a distinct version of a work, e.g., local edition, special interest edition, or language edition statements.

Record the place name as instructed in 23.3-23.5.

2. If the provisions of 4B1 do not apply, qualify the title proper by adding in parentheses a term consisting of date, other title information, an "edition" statement, or any other term or combination of terms that will serve to distinguish the work from others with the same title proper entered under the same name.

Canada. Department of Public Works.
[Annual report (1965-1971)]
Annual report ...

Canada. Department of Public Works.
[Annual report (1977-)]
Annual report ...
(Published from 1972-1976 under title: Report)

5. Changes in Unique Titles

A. General rule. If the name of a corporate body is used as a qualifying term in a unique title, and the name used to identify the corporate body changes, or if that corporate body ceases to be associated with the work, change the unique title as instructed in 5B-C.

B. Monographs

If a multipart monograph has been entered under a unique title heading that uses as a qualifying term the name of an originating or issuing body, etc., and the function performed by that body is subsequently taken over by another body, change the qualifying term in the unique title to the name of the second, or subsequent body, provided that name predominates in later parts of the monograph.

C. Serials

1. If a serial has been entered under a unique title heading that uses as a qualifying term the name of a corporate body and that body changes its name (see 24.1B), create a new record for the serial and establish a new unique title heading using as a qualifying term the new name of the corporate body.

Publication (University of Toronto. Institute of Environmental Sciences and Engineering)

Publication (University of Toronto. Institute of Environmental Studies)

2. If a serial has been entered under a unique title heading that uses as a qualifying term the name of a corporate body and the function performed by that body is subsequently taken over by another body, create a new record for the serial and establish a new unique title heading using as a qualifying term the name of the new corporate body.

6. Additions to Unique Titles

A. Make additions to unique titles as instructed in 6B-C.

B. If a work exists in more than one language version, add the name of the language to the unique title to differentiate between language versions, or between a translation and the original, when the title proper is the same.

Record the language as instructed in 25.5D.

Chatelaine. English
Chatelaine. French

C. Optionally, if general material designations are used (see 1.1C), add the designation at the end of the unique title.

Mobilisation
Mobilisation. Microform

Revised Corporate Headings

CANADA

One File

<u>Former Heading</u>	<u>Revised Heading</u>
Canada. Experimental Station, Harrow, Ont.	Research Station, Harrow, Ont.
Chicoutimi, Que.	Chicoutimi, Québec.
Guelph, Ont. University.	University of Guelph.
Ontario. Provincial Secretary for Social Development.	Ontario. Provincial Secretariat for Social Development.
St. Hyacinthe, Can. Séminaire.	Séminaire de Saint-Hyacinthe.

POLAND, CZECHOSLOVAKIA, ETC.

One File

<u>Former Heading</u>	<u>Revised Heading</u>
Bobruysk, White Russia.	Bobruysk, Byelorussian S.S.R.
Březno, Czechoslovak Republic (City)	Březno, Czechoslovakia.
Český Tešín, Czechoslovak Republic.	Český Tešín, Czechoslovakia.
Czechoslovak Republic. Úřad pro normalizaci.	Czechoslovakia. Úřad pro normali- zaci.
Czechoslovak Republic. Úřad pro normalizaci a měření.	Czechoslovakia. Úřad pro normali- zaci a měření.
Danzig. Uniwersytet. Wydział Biologii i Nauk o Ziemi.	Uniwersytet Gdański. Wydział Bio- logii i Nauk o Ziemi.
Hluboká, Czechoslovak Republic.	Hluboká. Czechoslovakia.
Litomyšl, Czechoslovak Republic.	Litomyšl, Czechoslovakia.
Olomouc, Moravia. Vlastivědný ústav. Odbor přírodních věd.	Vlastivědný ústav v Olomouci. Od- bor přírodních věd.
Olomouc, Moravia. Vlastivědný ústav. Odbor společenských věd.	Vlastivědný ústav v Olomouci. Odbor společenských věd.
Szreniawa, Poland (Posen).	Szreniawa, Poland (Poznań)

CHINA

One File

Former Heading

China. T'ai-wan kao teng fa yüan.

Revised Heading

China (Republic of China). T'ai-wan kao teng fa yüan.

Romanization Tables

Ottoman Turkish

The scheme for the romanization of Ottoman Turkish presented on page 13 has been approved by the Library of Congress and the Descriptive Cataloging Committee of the American Library Association.

Errata

In the Bulgarian and Ukrainian romanization tables published in Cataloging Service, bulletins 118 and 120, respectively, the roman equivalent for one Cyrillic character erroneously lacks a ligature. In both tables, substitute the following for the corresponding values:

Ц ц ТS тS

Konkani

Konkani, a language of India, appears in the Devanagari and Kannada scripts, as well as occasionally in roman script. Konkani in Kannada script is romanized according to the Kannada table, and Konkani in the Devanagari script is romanized according to the Marathi table.

Bibliographic Records for the Impressions of an Edition

The Library of Congress has received a number of questions about its policy concerning the production of bibliographic records for the several impressions of an edition. We follow footnote 2 on p. 2 of the revised chapter 6, which for books means, inter alia, that if differences in bibliographic data between items are confined to impression dates, then the Library produces only one bibliographic record. In the majority of cases the Library of Congress bases this single bibliographic record on the first impression of the edition. (In less than one percent of the cases we catalog from an impression other than the first.) If later impressions are received and added to the Library's collections, no new bibliographic records are created; instead the later impressions are added to the shelflist as copies, even though bibliographically the books are issues, not copies. If in the first instance our cataloging is based on an impression other than the first, then the bibliographic record shows a "printing" date. Even here the bibliographic record created in the first instance stands for all later impressions added to our collections. If we receive eventually the first impression, then the one bibliographic record that covers all the impressions is revised to substitute the publication date of the first impression for the "printing" date. Note that in all cases one bibliographic record is produced for all the impressions of an edition.

Paperbacks

The following answer included as part of a response to one correspondent might be of interest to others.

If, at the time of cataloging a hardbound item, an ISBN for the paperback issue, if any, is known, it is added to the bibliographic record as information only. If the Library of Congress decides to add to its collections the paperback issue, a separate bibliographic record is created for the paperback item only if the bibliographic description of the paperback item is different in some way from that of the hardbound item; for example, a difference in imprint, pagination, or series statement (the last is one of the most frequent differences, when there is one; a paperback issue often bears a series not found on the hardbound issue).

Data-sheet Cataloging for Audiovisual Materials

In 1952 a program was initiated by the Library of Congress to provide libraries and media centers with a bibliographic record for motion pictures and filmstrips, particularly those in the educational field. The program was expanded in 1972 to include sets of slides and sets of transparencies and in 1979, videorecordings. Few of these audiovisual materials are added to the collections of the Library of Congress according to either past or present acquisition policies. Thus, in order to provide cataloging data for these items, it is necessary to catalog from data sheets describing them. The use of data sheets has enabled the Library to prepare more than 116,000 bibliographic records for audiovisual materials. These data sheets, completed by producers, librarians, and others, are forwarded to the Audiovisual Section of Descriptive Cataloging Division for the preparation of catalog records. In some cases the title and other information given on the data sheet vary from the same information on the work itself, leading users of the records occasionally to question the source of the information transcribed. In order to present a clearer picture of the situation, the Audiovisual Section is now including in the catalog record the following note specifying the source of title information: Title from data sheet.

Faint, illegible text at the top of the page, possibly bleed-through from the reverse side.

Administrative Information

Faint, illegible text in the middle section of the page, possibly bleed-through from the reverse side.

BLANK PAGE

1) "Ottoman Turkish" is here used to mean the Turkish language as found in written records of the area controlled by the Ottoman Empire (ca. 1300 to 1919) and in use in Turkey from 1919 until the adoption of the roman alphabet (officially introduced in 1928). The term covers Turkish written in the Arabic alphabet and in other nonroman alphabets as well (e.g., Armenian, Cyrillic, Greek, Hebrew). It does not include the other Turkic languages of Eastern Europe, the Near East, and Central Asia.

2) In romanizing Ottoman Turkish the principle of conversion is applied as far as possible, i.e., the work, phrase, name, or title being romanized is represented, if possible, by the form it has in modern Turkish orthography. Foreign words, or words of non-Turkish origin that have become loan-words in Turkish, are converted like Ottoman Turkish. Modern Turkish usage in capitalization is followed.

3) Some limitations to the applicability of conversion are recognized. When the orthography of the Ottoman Turkish original reveals a conflict with modern Turkish usage, whether in pronunciation, in syntax, or in vocabulary, the letter (letters), word, or expression is romanized according to the table provided below. Conversion as a principle is not applied to word order, which is not changed to conform to modern syntax. Obsolete terms are not replaced by their modern equivalents to reflect current terminology. Paragraphs 5-8 below provide more detailed guidance.

4) Some variations in modern Turkish orthography are found among standard publications. The reference works listed below are recommended for guidance in romanization.

Dictionaries and spelling guides

Büyük lûgat ve ansiklopedi ("Meydan-Larousse"). 1969-1973.

Hony, H.C. A Turkish-English Dictionary. 2d ed. 1957.

Redhouse yeni Türkçe-İngilizce sözlük. 1968.

Türk Dil Kurumu. Yeni imlâ kılavuzu. 3d ed. 1967
(and later editions)

Turkey. Millî Eğitim Bakanlığı. Türk ilmi transkripsyon kılavuzu. 1946.

Specialized works

İslâm ansiklopedisi. 1940-

Istanbul. Üniversite. Kütüphane. İstanbul Üniversitesi Kütüphanesi Türkçe basmalar alfabe kataloğu (1729-1928). 1956.

Koray, Enver. Türkiye tarih yayınları bibliyografyası, 1729/1955-

Türkiye bibliyografyası. 1934-

Chapman, Harry W. 1939-1948 Türkiye bibliyografyası Özd indekski. A First-Name Index to the Türkiye bibliyografyası, 1939-1948. 1968.

When the Turkish sources do not agree, the usage which seems predominant is followed. For certain kinds of variation, a uniform treatment is

adopted (see paragraphs 5-8 below).

Aşık Paşa zade or Aşık Paşazade or Aşıkpaşazade
Heading: Aşıkpaşazade

When the word or expression being looked for is not found in Turkish sources, it is romanized by analogy with similar words or expressions. References are freely made when they will help to guide a user of the catalog from forms found in published sources to the form that has been adopted for the catalog. Variants from which references are made may be either names or the titles of works. References are especially useful when the title may be interpreted as being in any of several languages. Added entries may be provided instead of references when appropriate.

5) Phonetic considerations contribute to variability and inconsistency in the spelling of certain words and classes of words. For cataloging purposes, the orthography specified below is adopted in the conversion of both words and names.

a) Final -p versus final -b: the spelling -p is adopted for all cases in which p/b variation occurs.

tip not tıb
harp not harb
Ratip not Ratib
but Bab-i Saadet [no variation]

b) Final -t versus final -d: the spelling -t is adopted for all cases in which t/d variation occurs.

mevcut not mevcud
Ahmet not Ahmed
but Belgrad [no variation]

c) Final -k versus final -g: the spelling -k is adopted for all cases in which k/g variation occurs.

renk not reng

d) Final -ç versus final -c: the spelling -ç is adopted for all cases in which ç/c variation occurs.

burç not burc

e) Medial -tt- versus medial -dd-: the spelling -dd- is adopted for all cases in which variation occurs:

Bedreddin not Bedrettin

f) Medial -iy- versus medial -iyy-: the spelling -iy- is adopted for all cases, whether the particular word concerned is variously spelled or not.

harbiye not harbiyye
cumhuriyet not cumhuriyyet

6) Other variations require a standardized orthography for cataloging purposes.

a) Izafet. Final i or ı preceded by a hyphen, the combination functioning as the sign of izafet, may otherwise be found in the form i or ı (sometimes yi, yı) added directly to the word being modified. In converting from Ottoman Turkish, -i is added to the word being modified when it ends in a consonant, -yi when it ends in a vowel. Vowel harmony is

disregarded.

Devlet-i Âliye-yi Osmaniye

Izafet is not indicated between the elements of a personal name except when it is expressly indicated in the Ottoman Turkish orthography.

b) The Arabic article al, when romanized in modern Turkish, may take various forms, among them: al, el, ur, ül, 'l, üs, ed, en, et. When the article functions as the middle element of a phrase or compound word or name, within a Turkish context, it is converted in accordance with the predominant usage in modern Turkish orthography for the particular word or name. It will usually happen that the component elements are combined as a single word.

alelumum	Abdüssettar
bilhassa	Abdurrahman
maalesef	Ebülgazi
durülfünun	x Ebül Gazi

When the Arabic article occurs in an Arabic title, it is romanized according to the rules for Arabic (see 9 below).

c) Diacritics. A dieresis (umlaut) is retained if found to be commonly used in Turkish in the particular word concerned, even if it is not used consistently. A circumflex is retained where found in modern Turkish usage; it is always placed over the final long i of the relative adjective (nisbe) and names derived from it.

d) An apostrophe is inserted between a proper noun, or a number, and a suffixed inflection.

Mustafa'nin vakfi 1975'te 1976'de

7) Non-Turkish titles. Rarely, an Ottoman Turkish work will be found to bear a title that is entirely non-Turkish. "Non-Turkish" should not be taken to refer to any word or phrase that is only foreign in origin but has been accepted as belonging to Turkish. (This caveat is particularly necessary for words and expressions that derive from Arabic, the majority of which have become Turkish.) As already indicated in the present scheme, Turkish lexicographic sources will settle most such questions. In the very rare case when a title is non-Turkish (i.e., the words and phrases used have not been accepted into the Turkish language), then the title may be romanized according to the rules for the language involved.

8) General notes

a) Word divisions follows predominant usage in modern Turkish. Where word division in the original varies decidedly from modern style and it is desirable to reflect the presentation in the publication being cataloged, the Ottoman Turkish word division may be retained.

b) The Arabic word ibn, "son of," occurring in names of the Islamic type, usually appears in modern Turkish orthography as ibn at the beginning of a name and as bin (often abbreviated to b.) in the middle of a name. The Ottoman Turkish form is romanized so as to maintain this distinction uniformly, but the abbreviation b. is not used.

9) When conversion is impractical because the word or words to be romanized are not part of the lexicon of modern Turkish and cannot be documented in Turkish sources in roman orthography and analogous forms are not available for guidance, the original is romanized letter by

letter, as prescribed by the rules for romanization of the alphabet concerned. When a title is being romanized and the language of the title is not identifiable with certainty, the title is romanized as from Ottoman Turkish according to the table below. It should be noted that letter-by-letter romanization is applied only to the word or expression which does not admit of conversion to modern Turkish orthography. It may only be necessary to indicate the strict transliteration of a single letter or group of letters within a word which is otherwise convertible to modern Turkish. The associated words in a context are, as far as possible, romanized according to the principles of conversion.

If the Ottoman Turkish original is written in the Arabic alphabet, the consonants are romanized as in the table below.

The vowels and orthographic symbols other than vowel signs (hemze, gedde, medde, tenvin) are romanized according to the rules for Arabic or Persian, as appropriate. They are supplied if omitted from the Turkish original.^{1/} No attempt is made to represent the Ottoman Turkish pronunciation of the vowels beyond what is conveyed by the orthography of the original.

9) Table. Note: This table is based on the system for romanizing the Ottoman Turkish alphabet which was published by Eleazer Birnbaum in the Journal of the American Oriental Society, v. 87 (1967), p. 134-135. A few slight modifications have been introduced.

Initial	Medial	Final	Alone	Value
ا	ا	ا	ا	omit ²
ب	ب	ب	ب	b
پ	پ	پ	پ	p
ت	ت	ت	ت	t
ث	ث	ث	ث	s
ج	ج	ج	ج	c
چ	چ	چ	چ	ç
ح	ح	ح	ح	h
خ	خ	خ	خ	h
د	د	د	د	d
ذ	ذ	ذ	ذ	z
ر	ر	ر	ر	r
ز	ز	ز	ز	z
ژ	ژ	ژ	ژ	j
س	س	س	س	s
ش	ش	ش	ش	š

^{1/}Systematic romanization in these cases promotes reversibility. For the rules of Arabic and Persian romanization, see Cataloging Service, bulletin 118 and 125 (for Arabic) and 119 (for Persian).

Initial	Medial	Final	Alone	Value
ص	ص	ص	ص	s
ض	ض	ض	ض	z
ط	ط	ط	ط	t
ظ	ظ	ظ	ظ	z
ع	ع	ع	ع	e
غ	غ	غ	غ	g
ف	ف	ف	ف	f
ق	ق	ق	ق	k
ك	ك	ك	ك	k
گ	گ	گ	گ	g ³
ـ	ـ	ـ	ـ	n ⁴
ل	ل	ل	ل	l
م	م	م	م	m
ن	ن	ن	ن	n
و	و	و	و	v ⁵
ه	ه	ه، ه	ه، ه	h ⁶
ي	ي	ي	ي	y ⁷

^{2/}For the orthographic uses of this letter see the Arabic and Persian romanization tables.

^{3/}Frequently written without the distinguishing upper strokes.

^{4/}Frequently written without the distinguishing dots.

^{5/}For the uses of this letter other than to represent the consonantal sound y, see the Persian romanization table.

^{6/}For the distinction between ه and ه see the Arabic romanization table.

^{7/}For the uses of this letter other than to represent the consonantal sound y, see the Persian romanization table.

Initial	Label	Final	Alone	With
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30	30	30
31	31	31	31	31
32	32	32	32	32
33	33	33	33	33
34	34	34	34	34
35	35	35	35	35
36	36	36	36	36
37	37	37	37	37
38	38	38	38	38
39	39	39	39	39
40	40	40	40	40
41	41	41	41	41
42	42	42	42	42
43	43	43	43	43
44	44	44	44	44
45	45	45	45	45
46	46	46	46	46
47	47	47	47	47
48	48	48	48	48
49	49	49	49	49
50	50	50	50	50

1. The first... of this letter...
 2. The second... of this letter...
 3. The third... of this letter...
 4. The fourth... of this letter...
 5. The fifth... of this letter...
 6. The sixth... of this letter...
 7. The seventh... of this letter...
 8. The eighth... of this letter...
 9. The ninth... of this letter...
 10. The tenth... of this letter...